

E.D.N.C. Local		UNITED STATES BANKRUPTCY COURT, EASTERN DISTRICT OF NORTH CAROLINA	
1. NAME: <i>See Instructions on Next Page.</i>		<b>CD ORDER FORM</b>	
2. PHONE NUMBER:			
3. MAILING ADDRESS:		4. CITY / STATE / ZIP:	
5. CASE NUMBER:	6. CASE NAME:	DATE OF PROCEEDING:	
		7.	
8. PRESIDING JUDGE:		LOCATION OF PROCEEDING:	
		9. CITY:	
10. ORDER FOR:			
<input type="checkbox"/> BANKRUPTCY CASE <input type="checkbox"/> ADVERSARY PROCEEDING <input type="checkbox"/> TRIAL			
11. CD REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which duplicate CD(s) are requested.)			
PORTION (S)		DATE	
PORTION(S)			
<input type="checkbox"/> ENTIRE PROCEEDING			
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)			
<input type="checkbox"/> OPENING STATEMENT (Defendant)			
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)			
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)			
<input type="checkbox"/> OPINION OF COURT			
<input type="checkbox"/> TESTIMONY (Specify Witness)			
<input type="checkbox"/> OTHER (Specify)			
12. ORDER			
I request this CD to be recorded in the following format:		NUMBER OF CDs	
<input type="checkbox"/> Standard .wav format for playback in CD player. (larger file)			
<input type="checkbox"/> .mp3 format for playback on my computer or mp3 playback device. (smaller file)			
CERTIFICATION (14 & 15) By signing below, I certify that I have paid all charges for this order.		13. METHOD OF PAYMENT:  <input type="checkbox"/> CHECK / MONEY ORDER <input type="checkbox"/> CHARGE TO CREDIT CARD  CREDIT CARD NO.: _____  NAME SHOWN ON CARD: _____  EXPIRATION DATE: _____	
14. SIGNATURE:		15. DATE:	
ORDER RECEIVED: _____ DATE _____ BY _____			
CD DUPLICATED: _____			
CD MAILED TO PARTY: _____		TOTAL CHARGES: _____	

## INSTRUCTIONS

### GENERAL

**Use.** Use this form to order duplicate CDs of proceedings. Complete a separate order form for each case number for which CDs are ordered.

**Completion.** Complete Items 1-14. Do *not* complete shaded areas which are reserved for the court's use.

**Order Copy.** Keep a copy for your records.

**Mailing or Delivering to the Court.** Mail, fax or e-mail a copy to the Clerk's Office of the United States Bankruptcy Court, to the attention of the Electronic Court Administrator.

**Fee.** There is a \$26.00 charge per CD requested. Please remit funds in the form of a money order, cashier's check, firm check made payable to the United States Bankruptcy Court or by charging to a firm credit card. If the fee submitted was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed CDs.

**Delivery Time.** Delivery time is computed from the date of receipt of the fee.

**Completion of Order.** Upon completion the court will mail CDs by first class mail to the address provided via the United States Postal Service.

### SPECIFIC

Items 1-14. These items should always be completed.

Item 5. Only one case number may be listed per order form.

Item 10. Place an "X" in each box that applies.

Item 11. Check specific portion(s) and list specific date(s) of the proceedings for which a copy is requested.

Item 12. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Item 13: Place an "X" in the appropriate box and complete credit card information if applicable.

Item 14. Sign in this space to certify that all charges have been paid.

Item 15. Enter the date of signing.

Shaded area reserved for the court's use.